



THE DAILY BEAT

This publication is provided by the [Governor's Office of Indian Affairs](#) and the [State-Tribal Economic Development Commission](#). The Daily Beat provides daily updates, announcements and articles relevant to Indian Country in Montana. Current and archived issues can be found on the [State-Tribal Economic Development Commission](#) website. Questions? Email Billie Rusek at brusek@mt.gov or Heather Sobrepeña-George at hsobrepena@mt.gov

MONTANA TRIBAL NEWS:

TRIBAL STANDOFF ENDS WITH ARREST

By BECKY SHAY, Billings Gazette (12/31/07)

What started in July as a shove between two Northern Cheyenne tribal leaders ended late Friday night with one of those men leaving the president's office in handcuffs.

HARDIN HIRES NEW BOOSTER FOR BUSINESS

By BECKY SHAY, Billings Gazette

Greg Smith wishes people could see Hardin the way he sees it - a friendly city with excellent business potential.

Smith has been hired as executive director of Two Rivers Authority, the economic development arm of the city of Hardin.

VICE CHAIR CAROL LANKFORD MEETS THE PRESIDENT OF THE UNITED STATES

By Alyssa Kelly, Char-Koosta News

WASHINGTON D.C. - Confederated Salish and Kootenai Tribal Council Vice Chair Carol Lankford had the opportunity to meet President Bush recently in a meeting that had taken place on December 11, in the Dwight D. Eisenhower Executive Office Building. Hosted by the White House Office of National Drug

Control Policy, the meeting's intent was to discuss monitoring a future study on teen drug use.

FROM MONTANA'S FIRST COUPLE TO MONTANA'S FIRST PEOPLES

By Montana Governor Brian Schweitzer



The holiday season is a special time to celebrate with family and friends - to mark the end of one year and the beginning of another. The

remarkable accomplishments of the Indian Nations and the State of Montana in 2007 show that we have truly entered a new era, founded upon mutual respect. We have much to celebrate in Indian Country this year, and I am looking forward to continuing our work together in 2008.

SKHA RECEIVES '07 INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT

Char-Koosta News

PABLO - Christmas came early for Salish Kootenai Housing Authority (SKHA) when officials there learned that their agency has been awarded a more than \$1 million 2007 Indian Community Development Block Grant.

HOW 2007 CHANGED US

By Jay Harris and Mary Hudetz, CrowNews.Net

With the final hours of 2007 upon us, we are taking a look back at who our Crow news makers were, and what changes the tribe saw, enjoyed or endured during the last 12 months.

PORT AUTHORITY LOOKS AT PLANNING, PROPERTY AND URBAN RENEWAL

By John McGill, Glacier Reporter (12/19/07)

The Glacier County Regional Port Authority is focused on their working and planning meeting they've set for Jan. 10, and Damon Bunting of the County Extension Office has volunteered to be the facilitator. Getting ideas from parties who might help the new organization, as well as explaining the mission and aim of the Port Authority, are two priorities for the meeting, those present at the Dec. 13 Browning meeting all agreed.

JOB VACANCIES:

Great Falls Clinic (Main Facility)

Lab Manager
Licensed Practical Nurse
Certified Nurses Aide

Clinic Cancer Care – Specialty Bldg.

Sonographer
Certified Nurses Aide
Social Worker
Office Nurse – Pain Management
Medical Scheduler / Check-in
Physical Therapist

Central Montana Hospital

(2) Circulating RNs
Operating Room RN
Recovery & Pre-Post
Surgical Services Assistant

GFC Surgery Center

(2) Operating Room RN

Candidates may access the web site @ www.gfclinic.com for position details and to apply online. EOE

The Department of Educational Leadership in the School of Education at The University of Montana invites applications for an adjunct position at the rank of **ASSISTANT/ ASSOCIATE PROFESSOR**, beginning June-August 2008. See www.soe.umt.edu for additional information.

CHILD & FAMILY SOCIAL WORKER; Division: Pine Hills Youth Correctional Facility; Location: Miles City; Status: Permanent/Full-time; Salary: \$15.656-\$19.570; Position No.: 64104275; Bargaining Unit: Yes – MPEA; Supplement: No; Shift: TBA; Pay Band: six No later than 5:00 p.m., January 7, 2008
Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

PROBATION AND PAROLE OFFICER; Division: Community Corrections; Location: Dillon; Status: Permanent/Full-Time; Salary: \$15.272/hour new to State employment; Position No.: 64124337; Pay Plan: 020; Bargaining Unit: MEA-MFT; Supplement: No; Shift: To be determined; Benefits: Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a 12-month trial/probationary period.
email to hrcen@mt.gov
No later than 5:00 p.m., January 9, 2008
Application materials are available on the web at www.cor.mt.gov.
Try our NEW on-line application process at this link.

GRANTS/OPPORTUNITIES:

NATIVE AMERICAN) USDA Funds Education, Community Development

Agency: Agriculture Dept. (Cooperative State Research, Education & Extension Service—CSREES); **Program:** Alaska Native-Serving & Native Hawaiian-Serving Institutions Education Grants Program (CFDA Number: 10.228); **Eligibility:** Native higher education institutions; **Funding:** \$3 million for multiple awards; **Deadline:** March 17.

Purpose: The program promotes and strengthens the ability of Alaska Native-Serving Institutions and Native Hawaiian-Serving Institutions to carry out education, applied research, and related community development programs.

CSREES intends this program to address educational needs, as determined by each institution, within a broadly defined arena of food and agricultural sciences-related disciplines. Priority will be given to those projects that enhance educational equity for under represented students; strengthen institutional educational capacities; prepare students for careers related to the food, agricultural and natural resource systems of the United States; and maximize the development and use of resources to improve food and agricultural sciences teaching programs.

Info: CSREES Help Desk, 202/401-5048; for grant guidance, please visit www.cdpublications.com/docs/4877 and click on the link provided

(JANUARY DEADLINE) Taller Awards Recognize After-School Nonprofits

(Deadline: Jan. 31) The Coming Up Taller Awards are given annually to established after-school and out-of-school arts and humanities programs focusing on underserved children and youth.

Wednesday, January 02, 2008

Up to 15 awards will be provided this year, which are accompanied by \$10,000 grants each, an individualized plaque, and an invitation to attend the annual Coming Up Taller Leadership Enhancement Conference.

The awards support programs that demonstrate the power of the arts and the humanities to encourage young people's creativity and to provide them with learning opportunities, chances to contribute to their community, and ways to take responsibility for their own futures.

Nonprofits, tribes and state/local governments may apply.

All programs must be nominated, and, yes, self-nominations are accepted. Programs must have been operational since January 2004 for a minimum of five years, including 2008.

For more information, go to: <http://www.cominguptaller.org/>.

2008 TRIBAL CRIMINAL HISTORY IMPROVEMENT PROGRAM

Document Type:	Grants Notice
Funding Opportunity Number:	2008-BJS-1769
Opportunity Category:	Discretionary
Posted Date:	Dec 28, 2007
Creation Date:	Dec 28, 2007
Original Closing Date for Applications:	Feb 28, 2008
Current Closing Date for Applications:	Feb 28, 2008
Archive Date:	Mar 29, 2008
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity:	Information and Statistics
Category Explanation:	
Expected Number of Awards:	3
Estimated Total Program Funding:	
Award Ceiling:	
Award Floor:	
CFDA Number:	16.734 -- Special Data Collections and Statistical Studies

Cost Sharing or Matching Requirement: No

Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Applicants are limited to federally recognized tribal governments, including eligible Alaska Native villages and corporations, and authorized intertribal consortia (see 25 U.S.C. § 450b[e]), for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums. For a recent list of federally recognized tribes see Vol. 72, No. 55, of the Federal Register, pp. 13648-13652.

Agency Name

Bureau of Justice Statistics

Description

The Bureau of Justice Statistics (BJS) is providing this notice to announce the continuation of the criminal history record improvement program in Indian Country. The Tribal Criminal History Record Improvement Program (T-CHRIIP) will provide support to Federally-recognized tribes and State criminal records repositories to promote participation in and improve data sharing between tribal, State, and national criminal records systems.

Link to Full Announcement

[2008 Tribal Criminal History Improvement Program Announcement](#)

If you have difficulty accessing the full announcement electronically, please contact:

Lisa Price-Grear
Program Analyst
Phone 202-616-3561 [General Information](#)

EVENTS/TRAINING:

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

December 19, 2007

Job Title:	Correctional Counselor	Position No.:	64100612
Division:	Youth Services	Bargaining Unit:	None
Location:	Great Falls	Supplement:	No
Status:	Permanent/Full-Time	Shift:	To be determined
Salary:	\$12.571/hr.		
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444-4551 email to hrcen@mt.gov

No later than 5:00 p.m., January 4, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: Applicants who meet the minimum qualifications will be notified to participate in a pre-screening test and details will be given at time of notification.

YTC is a transitional living center for juveniles under the care of the Department. The incumbents will be required to supervise and control up to 12 adolescents (male and female) alone. These youth are adjudicated delinquents and are in placement as a transitional phase of reintegration back into the community. The transient nature of the population requires special handling and care to develop group cohesiveness and minimize interpersonal conflict. **The positions may require night or weekend work and applicants will fill in for other staff as needed.**

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties: The successful applicants will provide supervision, care, control, and teaching needed to evaluate up to 12 juveniles in an open community-based setting. The positions will supervise, guide, and evaluate juveniles while they relax, perform chores, or participate in recreation. The positions will also enforce written rules, which govern the behavior of the youth and ensure they follow school, bedtime, daily and weekend schedules. The positions will also guide juveniles in personal hygiene, grooming, work habits, peer relations, and other social living habits. The successful applicants will also be responsible for disciplining juveniles who misbehave or disrupt group living and for assigning chores and laundry schedules. The successful candidates will also participate in staffing and developing case plans as well as in writing group living reports and the daily log reports. Other duties will include planning, cooking, and serving meals and planning, supervising, and participating in recreational activities.

Qualifications: Working knowledge of the principles and practices of social work; of human growth and development; of patterns of behavior; and of counseling, supervising, and evaluating youth. The positions also require skill in housecleaning, cooking, personal hygiene, health, nutrition, driving, and writing reports. The ability to plan, assign, and supervise activities is essential. The ability to control the activities of 12 youth without coworkers and to offer group living counseling is also essential. The successful applicants must be able to remain calm under stress and to act as a role model for juveniles. The ability to communicate effectively in writing and orally is needed. A valid Montana driver's license is also needed. Perform other duties as assigned.

Competencies:

Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well.

Integrity: Able to be tactful, maintain confidences, & foster an ethical work environment; prevent inappropriate behavior by coworkers; give proper credit to others; handle all situations honestly.

Relationship Management: Able to develop rapport with others and recognize their concerns and feelings; build and maintain long-term associations based on trust; help others.

Attention to Detail: Able to be alert in a high-risk environment; follow detailed procedures and ensure accuracy in documentation and data; carefully monitor gauges, instruments, or processes; concentrate on routine work details, and organize and maintain a system of records.

Conflict Management: Able to use a win-win approach to resolve controversy; stay objective and fair when dealing with sensitive situations; maintain constructive working relationships despite disagreement.

Decisiveness: Able to stand by a decision, despite second guessing or disagreement from others; take quick action in a high-risk crisis; make difficult decisions and follow through; assess a situation and make an optimal and speedy decision despite limited information.

Decision Making & Problem Solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a high school diploma or the equivalent and prefer two years experience working with juveniles is needed. Equivalent combinations of education and experience may be considered. If applicants do not meet minimum requirements, a training assignment may be considered.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the Veteran's or Persons with Disabilities Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Complete entire form.

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____

EXTERNAL TO THE DEPARTMENT OF COMMERCE

STATE OF MONTANA JOB VACANCY
An Equal Opportunity Employer
6 Page Document

DEPARTMENT OF COMMERCE

P.O. Box 200501, Helena, MT 59620-0501
Phone (406) 841-2700; Fax (406) 841-2701
Email address: docapplicants@mt.gov

JOB TITLE: Tribal Business Development Officer
(Business Development Specialist)

POSITION #: 05178

LOCATION: Helena

DIVISION: Business Resources

PAY BAND: 6

STATUS: Permanent, Full-Time

JOB CODE: 131936

SUPPLEMENT: YES

ANNUAL SALARY: \$36,192 - \$45,240. (Depending on experience,
continuous service and salaries of existing
employees).

Application Deadline: Applications must be submitted to a Montana Job Service Office or the Montana Department of Commerce, Personnel Office, PO Box 200501, Helena MT 59620-0501. **Applications must be received or postmarked by the closing date of January 20, 2008.**

The Montana Department of Commerce will accept FAXED application materials and electronic application materials via E-mail to docapplicants@mt.gov.

Special Information: PLEASE PROVIDE A COMPLETED AND SIGNED STATE OF MONTANA APPLICATION FORM, A COPY OF YOUR COLLEGE DIPLOMA OR TRANSCRIPTS AND ANSWERS TO THE SUPPLEMENT QUESTIONS. MINORITIES ARE ENCOURAGED TO APPLY. Applications submitted for this vacant position may be used to fill future openings that occur within six months of the closing date. **EXCELLENT BENEFITS ARE PROVIDED BY THE STATE OF MONTANA.**

Application will be rejected if late, incomplete, or unsigned.

Reasonable Accommodations: under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may

be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact MONTANA DEPARTMENT OF COMMERCE using the information provided above. TDD users may call the TDD number 406-841-2702 or use the relay service by dialing 1-800-253-4091.

Duties: Program Administration, Management and Development:

Administers the review and approval process for Indian Country Economic Development (ICED) grant applications from Montana tribes by evaluating and analyzing tribal enterprise eligibility of projects to ensure that applications meet state-funded program guidelines. Coordinates the presentation of ICED applications to an in-house grant application review committee. Prepares and negotiates contracts between Commerce and tribes. Evaluates state grant requirements to ensure project compliance with assisted tribal enterprise and monitors terms of contract by reviewing financial and progress reports. Processes draw requests and has signatory authority over all draw requests submitted by tribes and their respective enterprises. Negotiates solutions to complex regulatory problems and recognizes tribal sovereignty and integrates that into regulatory requirements. Manages program budgets and tracks expenditures using a database, develops and maintains a complete file for each project, and prepares and develops project-specific and programmatic performance and evaluation reports. Develops, edits, and revises written guidelines based upon programmatic contributions from tribes, Commerce directives, changes in state laws and innovations and improvements.

Tribal Technical Assistance: This position provides technical assistance for grant applications, refinancing, and expansion of tribal enterprises and Indian-owned businesses by identifying strengths and weaknesses in applications and helping tribes understand the application processes and how applications will be viewed by potential funders and grant application review committees. Monitors tribal client progress, prepares and maintains documentation for all tribal client contacts, travels to each reservation in the state, explains state and federal financing, researches and identifies potential sources of tribal enterprise capital, identifies and becomes familiar with government development programs, and establishes an on-going working relationships with personnel in appropriate tribal development organizations.

Markets Commerce Finance Programs: This position maintains knowledge of program guidelines, assists with the dissemination of program guidelines and marketing of Commerce economic development finance programs to the tribes, and assists those that demonstrate high levels of viability and financial feasibility.

Competencies: Commitment, Communication, Initiative and Accountability, Influence, Personal Effectiveness, and Thinking and Problem Solving.

KNOWLEDGE: Thorough knowledge of business and economic development concepts; of principles and practices of program planning, budgeting, and administration; laws and regulations and of government organization and operations. Considerable knowledge of general management concepts such as: setting goals and priorities, establishing deadlines and work plans; coordinating operations within agency and with other organizations and managing fiscal resources; personnel management practices including: techniques of supervision, training, employee discipline, and selection methods. Knowledge of applicable federal and state program requirements and grant or loan programs. Knowledge of Montana Indian culture. **SKILLS:** Adequate skills to operate office equipment including a personal desktop computer with word processing, spreadsheet, and database software programs, cell phone and telephone, calculator, and laptop computer. A valid driver's license or the ability to acquire one is required. **ABILITIES:** Must have ability to independently plan and coordinate programs under general guidance and direction, to develop and implement policies, and to conduct research and analysis. Must have ability to exercise independent authority, manage large and complex workload, and adapt to non-routine situations. Must also have the ability to manage, supervise, assign duties and train temporary office personnel and/or interns on an as-needed basis. Establishes effective short and long-term working relationships with grantees, public agencies, co-workers, and the general public. Able to negotiate, persuade, resolve conflicts, and implement corrective actions.

Education/Experience: The knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Public Administration, Business Administration, Planning, Finance, Economics, or other related area, and two to five years of progressively responsible job related professional experience with tribal government, state government, or other public sector programs. Equivalent combinations of education and job related experience may be considered.

Application and Selection Process: Selection procedures used to evaluate an applicant's qualifications may include an evaluation of the State of Montana application and any required supplemental material, a structured oral interview including a performance examination, and reference checks. Applicants will be notified when screening has been completed.

Application material required initially for this position include the following:

1. Signed and completed State of Montana Employment Application (PD-25). Portions of the application may be photocopied if legible (See page 1 for instructions).
2. Submit answers to the attached supplemental questions, identified with your name and the position number on each page.
3. Submit copy of college transcripts or diploma.
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the PHHS Certification of Disability form accompanied by the Employment Preference Form PD-25A.

Benefits: State employees working at least half-time are also provided paid health, dental, vision, and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce within **three (3) days of hire**, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

The Montana Compliance with Military Selective Service Act: In accordance with The Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service showing a person was not required to register.

Supplemental Questions

DEPARTMENT: Commerce

JOB TITLE: Tribal Business Development Officer (Business Development Specialist)

POSITION NO.: 05178

PAY BAND: 6

APPLICATION DEADLINE: January 20, 2008

INSTRUCTIONS: Please complete the following supplement questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Please limit your response to no more than 2 pages per question, typed and single-spaced. Please put your name and the position for which you are applying at the top of each page. Your responses will be evaluated as an example of your written communications skills. Your responses to the Application Supplement **MUST BE COMPLETED** and returned with your Montana State Application form in order for your application to be considered.

1. Please describe your experience managing a government grant program.
2. Please describe your experience working with Montana tribes and government programs.